

Subject to approval at the March 29, 2016, Board of Works meeting.

City of West Lafayette, Indiana
Board of Public Works and Safety
MINUTES

March 22, 2016

8:30 a.m.

Morton Community Center

Multi-Purpose Room

Members present were Bradley L. Cohen, Brooke E. Folkers, Thomas J. Kent, and Jonathan C. Speaker. Clerk Sana G. Booker presided.

1. APPROVAL OF MINUTES

a. March 8, 2016 Meeting

Ms. Folkers moved to accept the minutes of the March 8, 2016, Board of Works meeting. Mr. Cohen seconded the motion.

The motion was adopted.

2. NEW BUSINESS

a. Proclamation: Disability Awareness Month – Mayor

Mayor John Dennis spoke about how much progress has been made in the past few years with the help of David Meihls (ADA Consultants of Indiana, LLC). His consulting services helped the City meet the standards established by the ADA and making things accessible to everyone is greatly appreciated. Then Mayor Dennis read the proclamation aloud.

PROCLAMATION

TO ALL TO WHOM THESE PRESENT MAY COME, GREETINGS:

WHEREAS, the month of March, 2016, has been designated as “Disability Awareness Month” to celebrate and recognize people with disabilities by the Governor of the State of Indiana; and

WHEREAS, disability is a natural part of the human experience and in no way diminishes the right of individuals with disabilities to live independently, enjoy self-determination, make choices, contribute to society and experience full in the economic, political, social, cultural and educational mainstream of American society; and

WHEREAS, family members, friends and members of the community can play a central role in enhancing the lives of people with disabilities especially when the family and community are provided with necessary support services; and public and private employers are aware of the capabilities of people with disabilities to be engaged in competitive work in inclusive settings; and

WHEREAS, the goals of this city and state properly include providing individuals with disabilities the opportunities and support to make informed choices and decisions; live in homes and communities where such individuals can exercise their full rights and responsibilities as citizens; pursue meaningful and productive lives; contribute to their family, community, State and Nation; have interdependent friendships and relationships with others; and achieve full inclusion in society.

NOW, THEREFORE, I, John Dennis, Mayor of the City of West Lafayette do hereby proclaim the month of March, 2016, as

DISABILITY AWARENESS MONTH

in the City of West Lafayette and call upon citizens of West Lafayette to observe the month with appropriate programs and activities; furthermore, I encourage the citizens of West Lafayette to seek counsel and input from any person or group with knowledge and expertise in matters concerning disabilities.

IN TESTIMONY WHEREOF, I have hereunto set my hand and caused to be affixed, the great seal of the City of West Lafayette at the Mayor's Office, this 22nd day of March, 2016.

b. Policy: Processing Credits – Controller

Controller Gray asked for approval of this document that is to formalize our policy of credits that are given out to customers. As the new system was being cleaned up, it was determined there were numerous credits that needed to be sent out to customers. He stated some of these credits were very small amounts. He stated in this policy we will not reimburse any refunds that are less than \$5.00.

Mr. Kent moved that the Processing Credits Policy be approved. Mr. Speaker seconded the motion.

Mr. Cohen asked if this was a standard procedure in other cities as well.

Controller Gray responded that he was not aware of how other cities handled this situation. This is just a more efficient way for our City. It would cost more to send out these credits than it would to process it.

The motion was adopted.

c. Street Closing: North Chauncey Avenue – Police

Sergeant Philhower requested approval for the street closure of North Chauncey Avenue between Columbia Street and North Street. Family Fun day is scheduled to take place on August 28, 2016, from 12:00 p.m. to 4:00 p.m., therefore we would like close this street from 9:00 a.m. to 4:00 p.m.

Ms. Folkers moved that the street closing be approved. Mr. Speaker seconded the motion.

The motion was adopted.

d. Salary Increase: Sacramento Course – Operation of Wastewater Treatment Plants, Volume 1 – Carl Randall – WWTU

WWTU Director Henderson requested that Carl Randall's salary be increased to \$1,274.72 bi-weekly. He explained that Mr. Randall completed his first Sacramento course in Operation of Wastewater Treatment Plants, Volume I. In addition, Mr. Randall should receive retroactive pay from February 1, 2016.

Mr. Speaker moved that the salary increase for Carl Randall be approved. Mr. Kent seconded the motion.

The motion was adopted.

e. 2014 SRF Loan Disbursement Request No. 45: Sheraton and Fairway Knolls Lift Station Project – Greeley and Hansen – WWTU

WWTU Director Henderson requested that the 2014 SRF Loan Disbursement Request No. 45 to Greeley and Hansen in the amount of \$6,939.00. He stated this disbursement is for coordination of work being done to assist with the change order of this project, which includes the start-up of the Northside Regional Lift Station.

Mr. Kent moved that the 2014 SRF Loan Disbursement Request No. 45 be approved. Mr. Cohen seconded the motion.

The motion was adopted.

f. Agreements: Public Right-of-Way Landscaping Maintenance – Custom Cuts and A-Cut-Above – Parks

Lilly Nature Center Director Dunten explained that after the quotes were opened three weeks ago, it was determined that there were not enough funds to pay for all of the work. Some changes were then made to the work requested on the quotes, and negotiated with Custom Cuts and A-Cut-Above on some ways to cut down on expenses. Director Dunten then requested approval of five agreements. At the request of Corporation Counsel Burns, Director Dunten provided the amounts of the original quotes and the actual agreements. Those amounts are as follows:

Quote Number	Company	Quoted Amount	Agreement Amount
Quote 1	Custom Cuts	\$6,500.00	\$6,100.00
Quote 2	A-Cut-Above	\$1,830.00	\$1,575.00
Quote 3	Custom Cuts	\$8,100.00	\$7,200.00
Quote 4	A-Cut-Above	\$37,610.00	\$31,380.00
Quote 5	A-Cut-Above	\$10,330.00	\$9,260.00

Mr. Kent asked if new quotes would have to be submitted now, to which Counsel Burns responded the quoted amounts can be amended in the agreements when the amounts are within 20%.

Ms. Folkers moved that the Public Right-of-Way Landscaping agreements be approved. Mr. Kent seconded the motion.

The motion was adopted.

g. Agreements: Copier Leases – Cardinal Copier Solutions – Facilities

Facilities Director Clark requested approval for copier leases and maintenance of five machines with Cardinal Copier Solutions. These quarterly agreements are for the Clerk's Office, Police Department, and Finance Department. These copiers are to help replace the desk top printers plus toner that we have throughout the City.

Mr. Speaker moved that the agreements for the copier leases be approved. Mr. Kent seconded the motion.

h. Claims

- i. AP Docket \$605,754.90
- ii. AP Docket \$207,184.02
- iii. AP Docket \$44,963.71
- iv. PR Docket \$559,213.05

Mr. Cohen moved that the claims be approved. Ms. Folkers seconded the motion.

There were no questions or comments about the claims.

The motion was adopted.

i. Informational Items

i. Project Payment List – WWTU

There were no questions or comments about the listing.

ii. Legal Budget & Expenses – Clerk-Treasurer

There were no questions or comments about the listing.

iii. Park Board Dockets

There were no questions or comments about the listing.

iv. Purchasing Card Transactions

There were no questions or comments about the listing.

j. Other Items

► WWTU Director Henderson stated that work for the CSO Interceptor Relief Project with Bowen Engineering on State Street and River Road has officially begun. He described some of the progress made, and noted that sections of the 8-foot diameter pipe have been cast. Due to the size of the pipe, only one section will be able to be delivered by the trucks at a time. There are traffic detours, construction barricades, and fencing going up to help keep pedestrians safe. Pedestrians will not be allowed to cross River Road at State Street. Instead they be allowed to cross at Williams Street and north of Howard Avenue. Adaptions will be made during the progress of the project. Residents will be able to find the latest information on the website at RiverRoad.WL.com, and they can sign up for Nixle to get traffic related alerts that will be going out.

Mr. Kent asked what type of material the pipe would be, to which Director Henderson responded it is reinforced concrete.

► Facilities Director Clark thanked David Meihls, with ADA Consultants of Indiana, LLC, for being present for this meeting. Director Clark also noted that it is also American Diabetes Day. Lastly, he stated the tornado sirens would be tested later today, to which everyone should practice the proper procedures during the drill.

► Engineering Assistant Garrison emphasized that although State Street is closed, the businesses west of the River Road are still open. After signing up for Nixle you will be able to see directions to access those businesses. Mr. Garrison then explained that there was a water line switch the previous day on Happy Hollow Road in order to keep construction moving. He noted there wasn't a great notice ahead of time. He wanted to clarify there was what is called a "Code Red" that was sent out on Friday to notify all home owners by phone that the water line switch would take place on Monday. Unfortunately, there was outdated contact information for some residents, and didn't receive the information. The water line switch was completed. Due to the water line being shut down there was a boil advisory ending at 3:45 p.m. today.

Mr. Cohen asked if there were signs for the businesses to show they were open, to which Mr. Garrison stated all the information was on the website. Additional orange signs will also be posted for the businesses to show access directions. The signs will be more for generalized for the area.

► Mayor Dennis stated that with a project as big as the current CSO Interceptor Relief there will be people concerned about their businesses, and others who worry about the safety of their children crossing the streets. He requested that everyone who represents the City help spread the word because this will be a difficult three years with our road project.

► Police Chief Dombkowski stated that Governor Mike Pence signed a bill into law for police body camera usage in Indiana yesterday. The City of West Lafayette and Bloomington both kicked off their body camera programs before anyone else, which was a commitment to being progressive in our community.

3. ADJOURNMENT

There being no further business to come before the Board, Mr. Speaker moved that the meeting be adjourned, and Clerk Booker adjourned the meeting.